

# ERROL by the SEA CONDOMINIUM ASSOCIATION

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## STORM SHUTTER POLICY

12/09/2017

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## **POLICY OBJECTIVE**

The Errol by the Sea Condominium Board of Directors' (Board) devoted intention, by creation of this policy, has only the best interest of the associations Unit Owners in mind. The Board, by incorporating good judgment and forethought for the general ownership, intends to provide direction by rule that will enhance and preserve the condominiums common, and limited common elements, as well as to ensure that long-term aesthetical uniformity remains. Recent Florida Statute grants specific permission to owners permitting them to install storm shutters if they so choose

A Florida licensed Professional Engineering firm created the detailed requirements of this policy, to make certain the critical specifications were inclusive, and that all fundamental actions were identified. Given that owners can install storm shutters this document represents the Boards' primary goal to establish a Storm Shutter policy that is durable and consistent without extraordinary or unnecessary obligations or costs to burden the Owner. The language throughout the policy was carefully evaluated in an effort to provide comprehensive, but understandable, instruction on requirements set forth.

## **POLICY GUIDELINES**

The Guidelines of this written policy to commence and complete installations of storm shutter assemblies is required under Florida Statute 718.113. This statute provides for a safe and proper installation, complying with all applicable standard and project specific requirements; and directly references the adopted 5<sup>th</sup> Edition Uniformed Building Code of Florida. The sequences of events listed below to facilitate the guidelines are not necessarily sequentially correct but must all be completed.

1. The Storm Shutter Application Form (See Appendix) is to be completed and submitted to begin the approval process and includes the Unit Owners name, application date, Unit number, and location(s) storm shutters are to be installed. If available a formal plan or rough drawing should be included.
2. The application shall include a per application fee (currently \$200), to facilitate the association engaging an independent professional engineering firm to perform the appropriate in-progress inspection(s) and final inspection(s) after installation(s) are completed. The purpose of the inspection(s) is to ensure compliance with this policy and that no consequential damage has occurred to the building envelop or potential water intrusion sources created.
3. The submittals required for processing the application shall include: Representative Drawings, Application Fee, Contractors Florida License number, current Occupation License and current Certificate of Insurance naming the association as additionally insured. Insurance coverages for General Liability, Personal Injury, Workers Compensation and Automobile Liability for any vehicles used on-site shall be statutory minimums based upon the Class I or Class II levels of contractors and the Florida Product Approval number of the assemblies proposed.

4. Time to process the application will generally be less than (10) working days, which excludes weekends and Holidays. However the availability of Board approval could require up to (15) working days.
5. The Unit Owner shall only engage properly Florida licensed and fully insured contractors to perform the work. The Installer(s) should specialize in performing work of this policy with a minimum (5) five-year experience history of satisfactory completion and performance of similar work on similar installations. The workmen should be properly trained and skilled in the installation as required.
6. The Unit Owner shall bear full responsibility that all applicable permitting with the Volusia County Building Department and/or other governmental agency requirements are completed prior to commencement of any work on-site and understands work may be stopped in-progress until all appropriate paperwork or other requirements are satisfied. A copy of the secured Building Permit and/or other required documents shall be provided to management and appropriately posted prior to commencing any work accompanied by any certified drawings related to the installation instructions.
7. Within no less than (5) working days prior, the Unit Owner shall provide reasonable written notice of the intent to commence.
8. Should access be required using swing stage equipment, a joint inspection of pre-existing conditions shall be completed by the contractor and a representative from the association. Upon completion of the work and aerial equipment removal after action inspection shall be conducted with the same parties as the pre-existing inspection and should any damages occur related to the work, the Unit Owner shall bear the costs for remedy.
9. The Unit Owner acknowledges by the application process that they shall bear any and all costs for: installation, inspection(s), maintenance, removal and re-installation for building maintenance or approved and inspected repair to the structure surfaces, should a storm shutter be removed and not reinstalled.
10. Unit Owner shall have full right, with Board of Directors' approval, to upgrade all products at any time as long as upgrades and the upgrade process complies with all policies listed in this document including the permitting, installation and inspection processes and fees.
11. The Unit Owner shall secure Board written approval prior to installation of any storm shutter assembly.
12. Once installed, owners are to leave shutters open for aesthetic reasons and only close them when wind driven rain is imminent. Absentee owners grant permission for Errol personnel to close shutters no sooner than 48 hours prior to predicted wind driven rain. Closed shutters are to be reopened as soon as practicable.

## **Definitions**

Hurricane Shutter or Storm Shutter – a roll up, folding or collapsing assembly, manually or electrically operated, that is intended to provide additional protection at the glazed openings of the structure.

Building Code – standards as set forth in the Florida Building Code 5<sup>th</sup> Edition, or subsequent edition, and any other authorities governing the Shutter installation.

Curtain Style Shutter – an assembly following the perimeter of the balcony mounted on tracks is prohibited.

Balcony Enclosure – permanently installed glass or wall framing is prohibited.

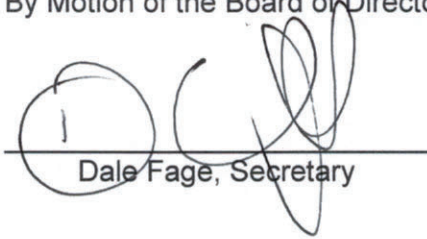
## **SPECIFICATIONS**

1. Roll up / Roll down style design is authorized with either manual or electric operation.
2. Accordion style or manually installed panels are prohibited.
3. The exterior color of all components as seen from any outside elevation shall match the primary exterior color of the building as closely as possible.
4. The interior color can be at the discretion of the Unit owner.
5. Any wall penetrations for hardware, such as the manual crank for roll up design, shall be sized as small as possible to accommodate the shaft of the crank and the penetration sealed with polyurethane sealant to prevent water intrusion. Contractor shall provide direct observation for the inspecting engineer to affirm that all parts and installation materials meet or exceed mandated standards. This policy establishes that the Unit owner shall bear all costs for water damage caused by the resultant penetration.
6. Any wall penetrations for electrical wiring, such as the roll up design, shall be sized as small as possible to accommodate the conductor/conduit and the penetration sealed with polyurethane sealant to prevent water intrusion. Contractor shall permit observation by the inspecting engineer to affirm the seal and verification that the installation methods are appropriate. This policy also establishes that the Unit owner shall bear all costs for water or other damage caused by the penetration.
7. All installation anchors shall be 300 series stainless steel or 18-8 alloy.
8. All penetrations required for anchorage shall have 100% single-component polyurethane applied to the penetration prior to anchor installation.
9. Bottom tracks at window or door locations shall not be installed to create ponding or standing water against the structure and reasonable drainage provisions are a necessity for compliance.
10. The installed shutter shall be rattle-free to deter harmonics impacting other owners.
11. The Unit owner shall maintain the shutter components in a condition that excludes any peeling paint or oxidation/corrosion effects from the metals causing staining or unsightly situations.
12. Contractor shall remove debris from the site daily. Storage in common areas is prohibited for any reason.
13. Contractor shall perform any required touch up painting to match the existing color of the wall or deck coatings.

14. All restoration of damaged surfaces must be approved in advance and engineering firm inspected for approval after completion.

END OF STORM SHUTTER POLICY

By Motion of the Board of Directors on January 20, 2018

  
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Dale Fage, Secretary